

## **Position Description: Commercial Assistant (Announcement number: 15/80)**

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### **Basic Function of the Position**

The Commercial Assistant reports to the Commercial Attaché and performs a variety of professional and/or technical duties promoting commercial services to U.S. clients and host country businesses in marketing U.S. products and services. Counsels and assists U.S. firms. Monitors and reports trade opportunities. Organizes and supports trade events. Researches market trends. Maintains close working relationships with a wide range of officials from middle to upper level in industry, trade associations and government contacts in the U.S. and host country to gather information and promote U.S. interests. Maintains and updates company records in the Data Management System. Manages and updates the business web pages (Internet), and backs up on administrative support.

### **Major Duties and responsibilities**

Commercial and Business Outreach : Develops and maintains large host country contact lists, including middle to upper level government officials, executives in banking, commerce and industry, and trade associations. Uses contacts to identify trade issues, develops opportunities and partners for U.S. firms. Monitors regulatory information, trade issues, and laws and regulations affecting U.S. exports. Responds to trade inquiries from U.S. firms seeking to export and requests from host country and the Maldives government/private sector institutions interested in buying U.S. products and services. Provide information to callers, to most complex inquiries from data sourced online.

Trade events: Promotes International Buyer Program Events (trade exhibitions) held in the U.S. and other countries.

Trade Control Compliances: The Commercial Assistant is responsible for sensitive but unclassified programs such as the export Licensing Program as well as the Pre-Licensing and End-User-Checks. Works with the Department of Commerce, Foreign Commercial Services (FCS), Chennai, to solicit information as to appropriate U.S. restrictions on legislative amendments.

Tenders and Procurement Inquiries: Informs the U.S. Dept. Of Commerce and the Department of State regarding (BIDS) upcoming tenders

Commercial News USA: Distributes the commercial news magazine (promotes U.S. suppliers/manufacturers of exports products new to the market) to all chambers around Sri Lanka and to leading companies.

Export Control and Border Security (EXBS) program: Works with U.S. State Department's Export Control and Related Border Security (EXBS) Program which seeks to prevent the proliferation of weapons of mass destruction (WMD) and advanced conventional weapons: Coordinates with EXBS on EXBS related training programs held in Sri Lanka and overseas. Coordinates with GSL agencies to recruit participants for training.

EXBS training in Colombo and overseas; draft Dip notes for nominations from relevant institutions including Sri Lanka Customs (Enforcement); Import and Export Control Department (licensing) and Attorney General/Legal Draftsman (regulations).

For training programs held in Colombo, makes all logistical arrangements, sends invitations to officials nominated for training.

Works with U.S. Coast Guard's (USCG) International Port Security (IPS) Officers. Coordinates IPS visits to Sri Lanka for assessments of Port Facilities and anti-terrorism measures, under the International Ship and Port Facility Security (ISPS) Code. Accompanies the visitors to the relevant meetings; visiting ports for the audit.

Container Security Initiative (CSI): Works with the CSI office in Colombo regarding their programs.

Non-proliferation issues: Works with the U.S. Department of Energy on the Megaports Project which seeks to prevent the illicit trafficking in nuclear and other radioactive material, prevent terrorist attempts to disrupt global trade through ports in Sri Lanka, and prevent attempts to make use of commercial shipping to further terrorist schemes. Work includes coordinating with USDOE and relevant GSL stakeholders such as the Sri Lanka Ports Authority, Sri Lanka Customs and the Atomic Energy Regulatory Council to facilitate visits by U.S. DOE Megaports officials and training programs.

Arranges access to ports.

Works with U.S. Department of Energy on Global Threat Reduction Initiative (GTRI) - Duties include coordination of USDOE visits to the Atomic Energy Regulatory Council.

Working in Computer Programs: Embassy web - Business page, - Designs, publishes, maintains and periodically updates the U.S. Embassy Business web page.

Contact Data Base Management - maintains and updates the host country and Maldives econ/commercial contact records.

Maintains a data base on Econ/Commercial contacts who are nominated for USG programs, such as IVLP, USPTO, EXBS, USDOE.

General Office Functions: Reception and arrangement duties for Econ events for visiting Econ/Commercial delegations, DCM hosted Econ Diplomatic events, including invitations, RSVPs, coordinating with RSO office.

Maintains office supplies for the section, the time and attendance (T & A) records.

Assists ECON Specialist as and when needed and performs other duties as assigned.